



The City of Westminster  
Recreation & Parks Department  
11 Longwell Avenue  
Westminster, MD 21157

FOR OFFICE USE ONLY

AMOUNT PAID: \_\_\_\_\_ SPACE #: \_\_\_\_\_

NOTES: \_\_\_\_\_

## 2013 Flower & Jazz Festival Craft Vendor Registration Form

By submitting a signed copy of this form, I am requesting space in the **Westminster Flower & Jazz Festival** on **Saturday, May 11, 2013** from 10 am to 4 pm. I agree to pay the cost of the space requested with payment in full to accompany this contract. I understand that the **Westminster Flower & Jazz Festival** is a rain or shine event. No refunds granted after April 9, 2013. I agree to comply with instructions, rules and regulations governing the **Westminster Flower & Jazz Festival**. I subscribe and agree to all terms, conditions and authorizations contained in this contract and acknowledge receipt of a copy of Rules and Regulations for the **Westminster Flower & Jazz Festival 2013**. Vendors and exhibitors agree to hold the City of Westminster harmless from any and all liability arising out of the vendor's occupancy of City grounds. The City of Westminster cannot accept responsibility for damage or injury to persons or property, including exhibits during the **Westminster Flower & Jazz Festival**.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please type or print below\***

Name(s): \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

MD State Sales Tax I.D. Number: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

Description of vendor's products: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fees:** Craft Vendor: \$75 per space-Approx. 10 ft. x 10 ft.

Total Fee Enclosed \$ \_\_\_\_\_

Spaces open until filled.

Make checks payable to The City of Westminster. Mail To: The City of Westminster

Attn: Recreation & Parks Department, 11 Longwell Avenue, Westminster, MD 21157

For more information contact Robin Cherney, 410-848-9161 or [rcherney@westgov.com](mailto:rcherney@westgov.com).

Fax: 410-848-8310/ website: [www.westminstermd.gov](http://www.westminstermd.gov)

**THERE IS A \$35 FEE FOR RETURNED CHECKS**

If you would like to pay with a credit card please call our office at 410-848-9161

## **2013 Flower & Jazz Festival**

### **Rules and Regulations**

East Main Street

1. Flower and Jazz is a Mother's Day themed event. Vendors are encouraged to offer products and items with special appeal to moms, grandmothers, sisters, daughters, etc.
2. Westminster City Recreation and Parks staff reserves the right to allow any vendor they deem appropriate to participate in the theme of the Festival.
3. (See Enclosed Map) All vehicles must enter from Railroad Avenue (Rt. 27) on to Tuc Road. Then make a right on to Longwell Ave and follow to E. Main. Make a right on to East Main. You will not be allowed to make U-turns or back up Main Street. After unloading make a right on to Railroad Avenue (Rt. 27) North to Conaway Lot on the left side.
4. Vendors will be allowed to unload during the following times:  
  
**Parking Pass A      East Main Street.....6 am to 7:30 am**  
    ~Vehicles must be off the street by 7:30 am~  
  
**Parking Pass B      East Main Street.....7:45 am to 9:30 am**  
    ~Vehicles must be off the street by 9:30 am~
5. Vendors must unload promptly, place items on the sidewalk, move vehicle to the parking area at the Conaway North Lot (see map). **DO NOT set up until the vehicle has been moved. This rule will be strictly enforced.**
6. The State of Maryland does on site verification of sales tax permits.
7. Food vendor compliance with Health Department regulations will be verified by Health Department officials. Forms will be mailed to you upon acceptance to the show.
8. Breakdown and cleanup must begin promptly at 4 pm. Once a vendor has packed their belongings to the street they will be issued a TICKET to access their space. **NO ONE WILL BE ALLOWED TO ACCESS THEIR SPACE WITHOUT A TICKET.** Street reopens at 5 pm. Early breakdown could result in exclusion from future shows conducted by the City of Westminster.
9. Vendors must remove all trash at the close of the festival.
10. These rules and regulations do not excuse any vendor from complying with all local and state ordinances.
11. **NO REFUNDS** - Flower/Jazz Festival is a rain or shine event.

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**Rules and Regulations**

**West Main Street**

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2. Westminster City Recreation and Parks staff reserves the right to allow any vendor they deem appropriate to participate in the theme of the Festival.
3. (See Enclosed Map) All vehicles for West Main Street must enter from Railroad Avenue (Rt. 27). After unloading make left onto Bond Street. Then left onto Green Street and left onto Railroad Avenue (Rt. 27). Follow 27 North to Conaway Lot on the left side.
4. Vendors will be allowed to unload during the following times:

**Parking Pass A    West Main Street.....6 am to 7:30 am**

~Vehicles must be off the street by 7:30 am~

**Parking Pass B    West Main Street.....7:45 am to 9:30 am**

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# BREAKDOWN POLICY

Breakdown and cleanup must begin promptly at 4 pm. Once a vendor has packed their belongings to the curb they will be issued a TICKET to access their space.

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Street reopens at 5pm. You must be off the street at 5pm. Early breakdown could result in exclusion from future shows conducted by the City of Westminster.

## OTHER REMINDERS:

You may access-

<http://www.westminstermd.gov/recreation/2013CraftVendorPacket.html>

to determine if your application has been accepted. A written confirmation with your space assignment and parking pass will arrive via USPS in early April.

You MUST stay in your designated 10x10 space, if you need more space you need to reserve 2 spaces.

The City of Westminster is not responsible for lost, damaged or stolen items.

READ #3 AGAIN...LOOK AT YOUR MAP...KNOW YOUR WAY.

